South Carolina Department of Public Safety - South Carolina State Transport Police





USDOT# 2344236

Legal: A CHARLESTON WEDDING OF SC LLC

Operating (DBA):

MC/MX #:

Federal Tax ID:

Review Type: Safety Audit – New Entrant

N/A

Location of Review/Audit: Company Facility in the U.S.

Cargo Tank:

Scope: Entire Operation

Territory: F

Operation Types Interstate Intrastate

> Carrier: Shipper:

N/A N/A Non-HM N/A

Business: Corporation **Gross Revenue:**

\$0

for year ending:

12/31/2011

Company Physical Address:

320 WEST COLEMAN BLVD SUITE O

MT PLEASANT, SC 29464, UNITED STATES

Contact Name: DAVID RISTER

Phone numbers: (1) 8437633296

(2) 8438011533

Fax 8666251930

E-Mail Address: david@acwlimo.com

Company Mailing Address:

PO BOX 807

CHARLESTON, SC 29416, UNITED STATES

Carrier Classification

Other

Cargo Classification

Passengers

Does carrier transport placardable quantities of HM? No

Is an HM Permit required?

Driver Information

< 100 Miles:

inter Intra 0 1

Average trip leased drivers/month: 0

Total Drivers:

0 0 >= 100 Miles:

CDL Drivers:

Equipment

Trip Leased Owned Term Leased

Owned Term Leased Trip Leased

RECEIVED

Limousine, 16+

Percentage of time used in the U.S.:

Power units used in the U.S.:

1

100



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Part A

QUESTIONS regarding this report or the Fedreal Motor Carrier Safety or

Hazardous Materials rules maybeaddress to the Office of Motor Carriers at:

South Carolina State Transport Police / Motor Carrier Compliance Unit

10311 Wilson Blvd. / P.O. Box 1993, Blythewood, SC 29016

Phone: 803-896-5500 / Fax: 803-896-5526

This SAFETY AUDIT will be used to assess your safety compliance.

Person(s) Interviewed:

Name: DAVID RISTER

Title: PRESIDENT

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Part B - Questions and Answers

An asterisk (*) beside an answer indicates an area of non-compliance by the motor carrier, and negatively affects the results of the audit.

Question General # 1 Section # 387.7(a) Acute	<u>Answe</u>
Does the carrier have the required minimum level of financial responsibility in effect (property carrier)?	N/A
Comments	
Question General # 2 Section # 387.7(d) Critical	Answe
Does the carrier have required proof of financial responsibility (property carrier)?	N/A
Comments	
Question General # 3 Section # 387.31(a) Acute	Answei
Does the carrier have the required minimum level of financial responsibility in effect (passenger carrier)?	N/A
Comments	
Question General # 4 Section # 387.31(d) Critical	Answei
Does the carrier have required proof of financial responsibility (passenger carrier)?	N/A
Comments	
Question General # 5 Section # 13901 (392.9a(a)(1))	Answer
Is the motor carrier authorized to conduct interstate operations in the United States?	N/A
Comments	
Question General # 6 Section # 390.15(b)(1)	Answer
Can the carrier provide a complete accident register of recordable accidents?	Yes
Comments	
Question General # 7 Section # 390.15(b)(2) Critical	Answer
Does the carrier have copies of all accident reports required by States or other government entities or insurers?	Yes
Comments	
Question General # 8 Section # 390.3(e)	Answer
s the carrier knowledgeable of the FMCSRs/HMRs?	Yes
Comments	

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Question General # 9 Section # 390.21 Does the carrier know the commercial motor vehicles marking requirements?	Answe
best the darker know the commercial motor vehicles marking requirements?	Yes
Comments	
Question Driver # 1 Section # 391.51(a) Critical	Answe
Does the carrier maintain complete driver qualification files?	Yes
<u>Comments</u>	
Question Driver # 2 Section # 391.11(b)(4) Acute	Answei
Is the carrier using physically qualified drivers?	Yes
Comments	
Question Driver # 3 Section # 391.45(a), 391.45(b) Critical	Answer
Does available evidence indicate the motor carrier has used a driver without a medical certificate or with an expired medical certificate?	No
Comments	
Question Driver # 4 Section # 391.15(a) Acute	Answer
Is the carrier using any disqualified drivers?	No
Comments	
Question Driver # 5 Section # 391.51(b)(2) Critical	Answer
Does the carrier maintain driving inquiry data in driver qualification files?	Yes
Comments	
Question Driver # 6 Section # 382.115(a), 382.115(b) Acute	Answer
las the carrier implemented an alcohol and/or controlled substances testing program?	Yes
Comments	
Question Driver # 7 Section # 382.213(b) Acute	Answer
Has the carrier used drivers who have used controlled substances?	No
Comments	
Question Driver # 8 Section # 382.215 Acute	Answer
las the carrier used a driver who has tested positive for a controlled substance?	No
Comments	

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Question Driver # 9 Section # 382.201 Acute Answer No Has the carrier used a driver known to have an alcohol concentration of 0.04 or greater? Comments Answer Question Driver # 10 Section # 382.505(a) Acute Has the carrier used a driver found to have an alcohol concentration of .02 or greater but less than .04 within 24 No hours of being tested? Comments Answer Question Driver # 11 Section # 382.301(a) Critical Has the carrier ensured that drivers have undergone testing for controlled substances prior to performing a Yes safety sensitive function? **Comments** Answer Question Driver # 12 Section # 382.303(a) Critical Yes Has the carrier conducted post accident testing on drivers for alcohol? Comments Answer Question Driver # 13 Section # 382.303(b) Critical No Has the carrier conducted post accident testing on drivers for controlled substances? Comments Carrier had no accidents in the last 365 days. **Answer** Question Driver # 14 Section # 382.305 Acute Yes Has the carrier implemented random testing program? Comments Answer Question Driver # 15 Section # 382.305(b)(1) Critical Has the carrier conducted random alcohol testing at an annual rate of not less than the applicable annual rate or Yes prorated rate of the average number of driver positions? **Comments** Answer Question Driver # 16 Section # 382.305(b)(2) Critical Has the carrier conducted controlled substance testing at the applicable prorated rate of not less than the Yes applicable annual rate of the average number of driver positions? **Comments** Answer Question Driver # 17 Section # 40.305(a) Has the carrier conducted the required return-to-duty tests on employees returning to safety-sensitive functions? Yes **Comments**



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Question Driver # 18 Section # 40.309(a) Is the carrier conducting follow-up testing as directed by the Substance Abuse Professional?	Answe
	Yes
Comments	
Question Driver # 19 Section # 382.211 Acute	
las the carrier used a driver who has refused to submit to an alcohol or controlled substances test required	Answer No
Comments	
Question Driver # 20 Section # 382.503 Critical	
las the carrier used a Substance Abuse Professional as required by 49 CFR Part 40 Subpart O?	Answer Yes
Comments	
Question Driver # 21 Section # 383.23(a) Critical	Anous
las a driver operated a commercial motor vehicle without a current operating license, or a license, which hasn't been properly classed and endorsed?	Answer No
Comments	
Question Driver # 22 Section # 383.37(a) Acute	Answer
las the motor carrier knowingly allowed it's drivers who's CDLs have been suspended, revoked or canceled by a	
state, have lost the right to operate a CMV in a State, or have been disqualified from operating a CMV to operate a commercial motor vehicle?	No
cate, have lost the right to operate a CMV in a State, or have been disqualified from operating a CMV to operate a commercial motor vehicle?	No
Comments Question Driver # 23 Section # 383.51(a) Acute	
commercial motor vehicle? Comments Diver # 23 Section # 383 51(a) Acute	
Comments Question Driver # 23 Section # 383.51(a) Acute las the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to	Answer
Comments Question Driver # 23 Section # 383.51(a) Acute las the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle? Comments	Answer No
Comments Question Driver # 23 Section # 383.51(a) Acute las the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle? Comments	Answer No
Comments Question Driver # 23 Section # 383.51(a) Acute las the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle? Comments Question Driver # 23 Section # 383.51(a) Acute las the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle? Comments Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 2 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 395.1(e)(1), 395.1(e)(2)	Answer No Answer
Comments Question Driver # 23 Section # 383.51(a) Acute Has the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle? Comments Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2)	Answer No Answer Yes
Comments Question Driver # 23 Section # 383.51(a) Acute Has the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle? Comments Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2)	Answer No
Comments Question Driver # 23 Section # 383.51(a) Acute Alas the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle? Comments Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 2 Section # 395.8(a) Critical	Answer Yes Answer
Comments Question Driver # 23 Section # 383.51(a) Acute das the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle? Comments Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 2 Section # 395.8(a) Critical Question Operations # 3 Section # 395.8(a) Critical	Answer Yes Answer
Comments Question Driver # 23 Section # 383.51(a) Acute das the motor carrier knowingly allowed, required, permitted, or authorized a driver to drive who is disqualified to drive a commercial motor vehicle? Comments Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 1 Section # 395.1(e)(1), 395.1(e)(2) Question Operations # 2 Section # 395.8(a) Critical Question Operations # 3 Section # 395.8(a) Critical	Answer Yes Answer Yes

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Question Operations # 4 Section # 395.8(k)(1) Critical	Answer
Can the carrier produce records of duty status and supporting documents for selected drivers?	Yes
Comments	
Question Operations # 5 Section # 395.3(a)(1) Critical	Answer
las the carrier allowed driver(s) to exceed the 11-hour rule? (Property)	N/A
Comments	
Question Operations # 6 Section # 395.3(a)(2) Critical	Answer
Has the carrier allowed driver(s) to exceed the 14-hour rule? (Property)	N/A
Comments	
Question Operations # 7 Section # 395.3(b)(1) Critical	Answer
Has the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? (Property)	N/A
Comments	
Question Operations # 8 Section # 395.3(b)(2) Critical	Answer
Has the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? (Property)	N/A
Comments	
Question Operations # 9 Section # 395.5(a)(1) Critical	Answer
Has the carrier allowed driver(s) to exceed the 10 hour rule? (Passenger)	No
Comments	
Question Operations # 10 Section # 395.5(a)(2) Critical	Answer
Has the carrier allowed driver(s) to exceed the 15 hour rule? (Passenger)	No
Comments	
Question Operations # 11 Section # 395.5(b)(1) Critical	Answer
Has the carrier allowed driver(s) to drive after having been on duty more than 60 hours in 7 consecutive days? (Passenger)	No
Comments	
Question Operations # 12 Section # 395.5(b)(2) Critical	Answer
Has the carrier allowed driver(s) to drive after having been on duty more than 70 hours in 8 consecutive days? (Passenger)	No

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	<u>Answe</u>
Does available evidence indicate a selected driver has prepared a false record of duty status?	No
Comments	
Question Operations # 14 Section # 392.2 Critical	Answe
Does the motor carrier ensure that drivers operate commercial motor vehicles in accordance with the laws, ordinances, and regulations of the jurisdictions in which they are operating?	Yes
Comments	
Question Operations # 15 Section # 392.9(a)(1) Critical	Answei
Does the carrier ensure that drivers are not permitted to drive a vehicle without the cargo properly distributed and idequately secured?	N/A
Comments	
Question Operations # 16 Section # 392.4(b) Acute	Answei
lave any drivers operated a commercial motor vehicle while under the influence of, or in possession of, narcotic large, amphetamines, or any other substances capable of rendering the drivers incapable of safely operating notor vehicles?	No
Comments	
Question Operations # 17 Section # 392.5(b)(1) Acute	Answer
lave any drivers operated a commercial motor vehicle while under the influence of, or in possession of, ntoxicating beverages?	No
comments	
Question Operations # 18 Section # 392.5(b)(2) Acute	Answer
lave any drivers operated a commercial motor vehicle within 4 hours of having consumed intoxicating everages?	No
comments	
uestion Maintenance # 1 Section # 396.3(b) Critical	Answer
an the carrier produce maintenance files for requested vehicle(s)?	Yes
<u>comments</u>	
	Answer
	Yes
uestion Maintenance # 2 Section # 396.17(a) Critical an the motor carrier produce evidence of periodic (annual) inspections for selected vehicles?	
· ·	
an the motor carrier produce evidence of periodic (annual) inspections for selected vehicles? omments uestion Maintenance # 3 Section # 396.11(a) Critical	Answer
an the motor carrier produce evidence of periodic (annual) inspections for selected vehicles? omments	Answer N/A

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Question Maintenance # 4 Section # 396.11(c) Acute	Answer
Does the carrier ensure that out-of-service defects listed by the driver in the driver vehicle inspection reports are corrected before the vehicle is operated again?	N/A
Comments	
Question Maintenance # 5 Section # 396.9(c)(2) Acute	Answer
Does the carrier ensure vehicles that have been declared "out-of-service" do not operate before repairs have been made?	Yes
Comments	
Question Maintenance # 6 Section # 396.19	Answer
s the carrier using qualified inspectors (mechanic) and maintaining evidence of the inspector's qualifications?	Yes
Comments	
Question Maintenance # 7 Section # 396.3	Answer
Can the carrier explain its systematic, periodic maintenance program?	Yes
Comments	
Question Other # 1 Section # 375.211	Answer
Ooes the carrier participate in an Arbitration Program?	N/A
Comments	
Question Other # 2 Section # 13702	Answer
loes the carrier assess shipper freight charges based upon published tariffs?	N/A
<u>comments</u>	
uestion Other # 3 Section # 375.401(c)	Answer
oes the carrier provide reasonably accurate estimates of moving charges?	N/A
omments	
uestion Other # 4 Section # 375.407(a), 375.703(b)	Answer
as the carrier avoided "hostage freight" or other predatory practices?	N/A
omments	
	Anguer
uestion Other # 5 Section # 387.301(a), 387.301(b)	<u>Answer</u>
uestion Other # 5 Section # 387.301(a), 387.301(b) oes the HHG carrier have sufficient levels of public liability and cargo insurance?	N/A

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Question Other # 6 Section # 375.215	Answer
Does the carrier have a published tariff and is the motor carrier changing the applicable rate (375.215).	N/A
Comments	
Question Other # 7 Section # 375.213	Answer
Can the motor carrier identify the five documents required to be given to a prospective individual shipper prior to executing an order for service?	N/A
Comments	
Question Other # 8 Section # 37 subpart H	Answer
Does the carrier have the means to provide accessible over-the-road bus (OTRB) service on a 48-hour advance notice basis by its owned or leased OTRBs?	Yes
Comments	
Question Other # 9 Section # 37 subpart H	Answer
If the carrier does not have the means then does the carrier have an arrangement with another carrier that operates accessible OTRBs?	N/A
Comments	

Note: No Hazardous Materials questions were asked because the carrier does not carry Hazardous Materials in Interstate Commerce.

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Part B

Your Proposed Safety Audit Result is: PASS

Explanation of Scoring Methodology

Factor	Failed Q	uestions	Performance	Total	Factor	
	Critical	Acute	Test Status	Points	Status	
1. General	0	0	_	0	PASS	
2. Drive	1	0	_	1	PASS	
3. Operations	0	0	_	o	PASS	
4. Maintenanc€	0	0	PASS - 0.00 %	0	PASS	
5. Hazardous Materials	_	_	_	_		
6. Accidents	_		PASS - 0.00	_	PASS	
SUM	1	0		1	PASS	

Result: Carrier has adequate basic safety management controls in place.

NOTE: Carrier has the right to request a review of this determination if there are factual or procedural disputes.

HOW THE SA IS SCORED

FACTORS - The Federal Motor Carrier Safety and Federal Hazardous Material Regulations are categorized into six factors. Multiple questions address the various factors. The Part B Question & Answer Report lists the CFR section numbers related to each question.

CRITICAL/ACUTE - Questions are also defined as CRITICAL, ACUTE or neither depending on the significance of the underlying regulation. Questions are assigned a point value if they are incorrectly answered. Critical = 1 and Acute = 1.5. The point values are summed for each factor. Any factor with a point value of 3 or more is marked "FAILED".

OUT OF SERVICE (OOS) RATE - The Driver/Vehicle OOS rate is used in factor #4 as another question. If there have been more than three level 1, 2, or 5 North American Standard Inspections conducted over the past year, they will be summarized. If the summed OOS rate is over 34%, one additional point is assigned to that factor.

CRASH FACTOR - Carriers are defined as urban or non-urban in order to compensate for the higher crash risk of urban operations. Urban carriers are defined as those that operate within a 100 air-mile radius. The crash rate for a carrier is calculated as accidents per million miles traveled. Factor #6 is "FAILED" if the urban carrier crash rate exceeds 1.7 or the non-urban carrier crash rate exceeds 1.5.

OVERALL STATUS DETERMINATION - Any carrier with 3 or more "FAILED" factors is deemed to have failed the Safety Audit by having inadequate safety management controls in place to operate in the U.S.

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Part B Requirements and/or Recommendations

- 1. Obtain a copy of each driver's driving record and review it annually.
- 2. Drivers may not have Commercial Driver Licenses (CDLs) from more than one state. Ensure that all drivers have only one current CDL that is not under suspension or revocation. Driver CDLs must also match the correct class of vehicle driven and have applicable endorsements for double/triple trailer, passenger, tank vehicle and/or hazardous material operation.
- 3. Review the circumstances under which a CDL is required. CDL and drug testing rules apply to both interstate and intrastate commerce.
- 4. Ensure that drivers provide a 10-year employment history on their employment application.
- 5. Ensure that all drivers are fully and properly qualified before operating in interstate commerce. Maintain a complete file as required for each driver, documenting the qualification process.
- 6. Maintain all required controlled substance testing records including yearly summaries, quarterly summaries, test information, test results, records of training etc., as required by 49 CFR Parts 40 and 382 of the FMCSR.
- 7. Use of radar detectors or similar devices on commercial vehicles is illegal. Do not require or permit drivers to use them. Take appropriate disciplinary action against drivers if they are using such devices.
- 8. Do not schedule or require drivers to make trips requiring them to exceed posted speed limits in order to complete the run within the hours of service limits.
- 9. Require all drivers to prepare complete and accurate records of duty status for each day, and to submit them within 13 days. Maintain all duty status records on file, with all supporting documents, for at least 6 months.
- 10. Ensure that all documents supporting records of duty status (such as toll, fuel repair and other on-the-road expense receipts, as well as invoices, bills of lading, dispatch records, etc.) are kept on file for at least 6 months.
- 11. Obtain from any driver used for the first time (or intermittently) a signed statement showing the total time onduty during the preceding seven (7) days and the time at which the driver was last relieved from duty.
- 12. If you want some drivers to use the 100 air-mile radius exemption, make sure that the drivers meet all terms of the exemption, including being released from duty no more than 12 hours from when they report for duty. Logs must be prepared if a driver does not meet the 12 hour requirement.
- 13. New & intermittently used drivers must provide a signed statement showing their total time on-duty for the seven days preceding any trip. These records must be kept on file for 6-months.
- 14. Ensure that all drivers' records of duty status (logs) are accurate. Check them against "supporting documents" to verify accuracy. Prohibit falsification of logs by any driver. Review the rules on supporting documents. Take appropriate action against drivers who falsify logs.
- 15. Establish a systematic maintenance records program for all vehicles. Maintain a complete file for each subject vehicle, recording all repair, maintenance and inspection operations performed.
- 16. Ensure that the persons or entities that perform preventative maintenance inspections on your equipment are abiding by agreed time or mileage intervals. Ensure that records are kept of such periodic preventative maintenance inspections. Take corrective action, if schedules are not being adhered to.
- 17. This report contains citations of regulations that are deemed serious in nature and could result in penalties against your company and/or your drivers.

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18. A complete Educational and Technical Assistance package entitled "A MOTOR CARRIER'S GUIDE TO IMPROVING HIGHWAY SAFETY" is available free on the FMCSA website to assist you in complying with the safety regulations. It contains many forms and documents useful for improving the safety of your operations. Check: www.fmcsa.dot.gov/factsfigs/eta/index.html.

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- 19. Ensure that all drivers subject to pre-employment, random, reasonable cause, post accident, return to duty, and/ or follow-up controlled substance testing are tested as required by 49 CFR Parts 40 and 382 of the FMCSR.
- 20. For questions about DOT numbers or biennial updates: 800-832-5660 or 703-280-4001 For questions about licensing, authority or MC numbers: 202-366-9805 For questions about insurance: 202-385-2423 For household goods complaints: 888-DOT-SAFT (888-368-7238)
- 21. Establish a system to control passenger-carrying drivers' hours of service. Do not dispatch drivers who don't have adequate hours available to complete assigned trips legally. Do not allow drivers to exceed the 10, 15, and 60/70-hour limits.
- 22. FATIGUE BASIC PROCESS BREAKDOWN: Meaningful Action

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Meaningful Action.

- Examine monitoring and tracking data to see if a problem is an individual issue or a systematic breakdown in the Safety Management Cycle (i.e. Policies and Procedures, Roles and Responsibilities, etc.)
- Design and implement incentives and/or reward/recognition programs to reward compliance with Hours of Service regulations, especially under difficult conditions.
- Ensure staff's knowledge in deficient area is current.
- Give feedback to employee as soon as the company is aware that an employee is not fulfilling his/her responsibilities.
- Develop a progressive disciplinary program, ultimately leading to termination, to ensure drivers comply with regulations and company policies.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: HTTP:// AI.FMCSA.DOT.GOV/CSI. You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

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23. UNSAFE DRIVING BASIC PROCESS BREAKDOWN: Qualification and Hiring Process

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Qualification and Hiring.

- Ensure Moving Violation Records (MVR) for all prospective drivers are reviewed as part of hiring process.
- Check with previous employer(s) regarding drivers' safety performance.
- Enhance the recruitment process to identify and attract qualified applicants: use outside resources (insurance companies, industry groups, consultants) for qualified employee search and referrals.

Hazmat Carriers:

When querying applicants and previous employers for HAZMAT-handling positions, check if physical and stress demands have led to reckless-driving violations.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: HTTP:// AI.FMCSA.DOT.GOV/CSI. You will need to use your PIN Number that has been provided by the FMCSA. This website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance" Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

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24. VEHICLE MAINTENANCE BASIC PROCESS BREAKDOWN: Policies and Procedures

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Policies and Procedures.

- Develop a policy that ensures drivers are trained and complete daily vehicle inspection reports.
- Develop an effective system for drivers to communicate vehicle defects to management.
- Develop a procedure that ensures vehicle repairs are completed in a timely manner and ensures that repairs which have an impact on safety and/or safety compliance are repaired immediately.
- Develop a policy that ensures that vehicles identified to be fixed are repaired properly and in a timely manner.
- Develop a system of preventative maintenance and inspection to ensure safe and efficient fleet operations.
- Develop a policy requiring all drivers to submit copies of all inspections to carrier management within a designated timeframe.

Passenger Carriers:

- Develop systematic procedures for critical maintenance items—for example, checking wheel- hublubrication levels according to the manufacturer's recommended inspection intervals, and regularly inspecting wiring and electrical systems, passenger seats, and emergency exits.
- Consider installation of fire-detection-and-suppression systems on current fleets and as purchase options on new coaches.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: HTTP://
 AI.FMCSA.DOT.GOV/CSI. You will need to use your PIN Number that has been provided by the FMCSA. This
 website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance"
 Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

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25. CONTROLLED SUBSTANCES AND ALCOHOL BASIC PROCESS BREAKDOWN: Policies and Procedures

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Policies and Procedures.

- Establish a process to ensure that test results are properly safeguarded from disclosure to subsequent employers and other parties.
- Establish a process to ensure that drivers who are randomly tested can be immediately removed if found positive, and do not return to duty before obtaining proper clearance.
- Develop a written company policy incorporating all rules regarding controlled substances and alcohol abuse, testing, and records retention for all employees, according to regulation.
- Establish policy and procedures that promote and enforce adherence to all controlled substances and alcohol rules and regulations, fitted to company operations. (This can be streamlined by joining a consortium.)

Seek Out Resources:

- You are encouraged to review your company's record at the following website: HTTP://
 AI.FMCSA.DOT.GOV/CSI. You will need to use your PIN Number that has been provided by the FMCSA. This
 website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance"
 Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.
- 26. DRIVER FITNESS BASIC PROCESS BREAKDOWN: Policies and Procedures

DESCRIPTION OF PROCESS BREAKDOWN

BASIC SPECIFIC RECOMMENDED REMEDIES

Implement Safety Improvement Practices: The following are recommended practices related to Policies and Procedures.

- Establish a policy requiring all drivers to submit copies of all inspections and moving violations to carrier management within a designated timeframe, and to notify carrier management of suspended CDLs immediately following notification of suspension.
- Develop a policy for regular updates and timely reviews of driver qualification files, providing controls and sanctions for falsifications and for sole reliance on 3rd party sources (e.g. insurance carriers).
- Develop policy and procedures to prevent assignment and dispatch of drivers on operations for which they
 are not qualified.
- Develop policy for document retention and recordkeeping, including on-board possession of medical cards.
- Establish policy requiring all new CDL drivers (since 2003) to submit documentation of entry-level training.

Hazmat Carriers:

• Establish policy and procedures for companies that haul both HAZMAT and regular cargo to be responsible for ensuring that only drivers with an "H" or "N" endorsement are assigned to placardable HAZMAT loads.

Seek Out Resources:

- You are encouraged to review your company's record at the following website: HTTP://
 AI.FMCSA.DOT.GOV/CSI. You will need to use your PIN Number that has been provided by the FMCSA. This
 website contains helpful safety resources. Please refer to the following resource numbers in the "Guidance"
 Section of the CSI web page that connects you with the reference materials in this website.
 - o Resource Number:
- Contact industry associations to get resources and ideas on safety improvement practices from other carriers in the industry.

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- 27. Notice: A pattern of and/or repeated violations of the same or related acute or critical regulations will cause the maximum penalties allowed by law to be assessed under Section 222 of the Motor Carrier Safety Improvement Act of 1999 (MCSIA). A pattern of violations means two or more violations of acute and/or critical regulations in three or more Parts of Title 49, Code of Federal Regulations discovered during any eligible investigation. Repeated violations means violation(s) of an acute regulation of the same Part of Title 49, Code of Federal Regulations discovered in an investigation after one or more closed enforcement actions within a six year period and/or violation(s) of a critical regulation in the same Part of Title 49, Code of Federal Regulations discovered in an investigation after two or more closed enforcement actions within a six year period.
- 28. Provide pre-trip safety information to motorcoach passengers. For information about the Basic Plan for Motorcoach Passenger Safety Awareness that was published by the Federal Motor Carrier Safety Administration, go to the Agency's Web site at: http://www.fmcsa.dot.gov/about/outreach/bus/bus-safety-awareness-plan.htm
- 29. Ensure that all vehicles are properly marked with your name or trade name and U.S. DOT number. If your vehicles are also periodically operating for other carriers, they must be marked with that carrier's name and U.S. DOT#.

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South Carolina Department of Public Safety - South Carolina State Transport Police

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